

Quick-Start Tutorial

This quick-start guide is meant to take you through the most important things you will need to know about the ExploreLearning site. If you have trouble or suggestions, please contact our support team at support@ExploreLearning.com.

In addition, check out our demo movies on the website (by clicking on the movie cameras on the home page or in the Help Center) or at http://help.ExploreLearning.com/help/2005/06/an_introduction.html. These quick clips provide not only instructions on how to use the site, but also ideas for integrating Gizmos into your math and science classrooms.

Editing your Profile

(does not apply to bulk enrolled accounts)

When you first log into www.ExploreLearning.com, you may want to update your personal information, e.g., your name, username, and password.

Instructions:

1. Log in to your account (but, don't forget that the username and password is case sensitive). After you successfully log in, you will be on your personal homepage.
2. Click on the **My Profile** icon in the upper right hand section of the screen (the one that looks like a person).
3. Edit your profile as desired and click **Submit**.

Modifying your Class/Tab Names

Across the top of My Homepage, you will see a number of tabs showing generic names for individual classes. You may want to name these tabs to match the classes that you teach.

Instructions:

1. Click on the link titled **Edit Class Names** from your homepage.
2. You will be taken to a screen with blanks/fields that allow you to add names and descriptions to each of your tabs.
3. A **Tab Name** can be up to 9 characters in length.
4. A **Tab Description** can be up to 35 characters in length.
5. Each **Tab Name** and **Tab Description** must be unique.
6. Once you have given your tabs names and descriptions, click **Submit** at the bottom of the screen.

Getting Gizmos onto your Homepage

Instructions:

1. Click on the **Browse Gizmos** button in the upper left of the screen and you will be taken to the Gizmo correlations page.
2. Browse a desired category of Gizmos.
3. Click **Add Gizmo to Class** from any Gizmo listing, Gizmo Details page or Gizmo page.

4. Choose the tab(s) where you want to add the Gizmo and click **Add to Class**.
5. The text inside the **Add to Class** window will change and you can either *close and return to the previous page*, or *go to your class page*.

Note: If at any time the **Add to Class** button is **RED**, then the window has been minimized and is located in your system tray.

Organizing your Gizmos

Once you have a few Gizmos on a class tab, you may want to reorder, delete or categorize them by adding headings to your list.

Instructions:

Click **Manage Gizmo List** from your class tab.

1. Re-ordering Gizmos
 - i. Click on any Gizmo in the list to select it.
 - ii. Use the up and down arrows on the right to re-order your list.
2. Adding a Heading
 - i. Type in your heading in the field/blank on the left.
 - ii. Click **Insert Heading**.
 - iii. Once the heading has been inserted into your list, you may use the arrow keys on the right to move the heading up or down in your list.
3. Deleting Gizmos
 - i. Select the Gizmo you wish to delete by clicking on it.
 - ii. Click on the **X** button on the right-hand side of the Gizmo list to delete the selected Gizmo.

Note: For **Manage Gizmo** changes to take effect, you must click on the **Save Changes** button at the bottom of the page.

Giving Student Access to ExploreLearning Gizmos

Instructions:

1. View the class code for the desired class tab by opening the desired class tab and clicking on the **Class Code** link.
1. Distribute the class code to your students.
2. Have students go to www.ExploreLearning.com.
3. Have students click **Enroll in a class here** at the top right of the home page.
4. Scroll down to **No, I don't have a username or password** and click on the link.
5. Follow the directions on the student registration page.
6. Once your students have completed the registration page, they will be taken to the class home page.

Removing a Student from the Roster

Instructions:

1. From the appropriate class tab, click **Manage Roster**.
2. Check the box next to the student to be removed.
3. Click **Delete Checked**.

Investigating www.ExploreLearning.com as a Student

To get a sense of what your students will need to do, we will take you through a student session. You will be enrolling in your class as a student, working with a Gizmo, answering assessment questions, and logging out.

Instructions:

1. Write down or copy the class code for a class tab to which you have added Gizmos.
2. Logout of your teacher account by clicking **Logout** on the upper-left corner of the page.
3. Go to www.ExploreLearning.com.
 - A. To enroll as a student, go back to the quick start section entitled **Giving Student Access to ExploreLearning Gizmos**. Follow the steps there to enroll yourself as a fictitious student.
 - B. Launch a Gizmo, answer the Assessment Questions, and Logout.

Checking Assessment Results

Instructions:

1. Login to your teacher account.
2. From your homepage, click the **View Assessment Results** link to the right of the Gizmo that you completed as a student.
3. In the assessment report, you only have one student. If more students were in your class, they would appear in this report as well.

Retrieving a Username and Password for a Student

You may from time to time need to remind a student of his or her username and password.

Instructions:

1. From the appropriate class tab, click **Manage Roster**.
2. Look for the student in question. The username and password are listed under the student's name.

Retrieving a Username and Password for a Teacher

If you ever forget your username and password, there is a simple link on the login page for retrieving your information.

Instructions:

1. Go to www.ExploreLearning.com.
2. Click on the **Login** button in the top left of the screen.
3. Click on the link **Forgotten your Username and Password?**
4. You will be asked to enter your email address.
5. ExploreLearning will send you an email with the information requested.